

Message

From: West Virginia University [WVUEnrich@mail.wvu.edu]
Sent: 11/3/2010 2:06:02 PM
To: Khan, Annie (DPH) [Annie.Khan@state.ma.us]
Subject: Profile Notice from West Virginia University

Annie Dookhan

Profile Notice

Thank you for signing up with West Virginia University. Your Username is a12skhan. Your Password will be sent in a separate email.

To register for classes on our site, you must go to the **sign in** page and type the Username and password exactly as it appears above. Remember to write down your Username and password in a safe place. If you need help with your password, on the **sign in** page, click **Forgot Password?**.

To edit your user profile, go to our website and **sign in** using your pre-assigned Username and password. Then, on the left hand column of our website, click **my profile**. Your profile will appear. To change any information, at the bottom of the page click **Edit**. You can then edit your profile fields. When you are finished, at the bottom of the page, click **Submit**.

To see what class you are enrolled in currently, on the left hand column of the website, click **current registrations**. To view which classes you have already attended, click **my transcript**. To view transactions to your account, click **my transactions**.

Thanks again for signing up with West Virginia University. Enjoy your class!

Sincerely,

West Virginia University